



FAIRVIEW DEVELOPMENTAL CENTER JOB OPPORTUNITY BULLETIN

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST (EEO Coordinator)

SALARY RANGE	\$4600 - \$5758 (AGPA)
TENURE/TIME BASE	Permanent, Full Time
PROGRAM/DEPARTMENT	Executive
FINAL FILING DATE	December 7, 2015

DESCRIPTION OF DUTIES: Under the direction of the Executive Director ensures the implementation of the Equal Employment Opportunity Program. The incumbent also spearheads FDC's EEO program which is dedicated to achieving the objective that all services provided by the staff of FDC are without discrimination and that no one is retaliated against for using or participating in the complaint process. The EEO Coordinator also identifies problem areas and explores equitable solutions to equal employment opportunity issues; provides progress reports to the Executive Director and Office of Human Rights and Advocacy Services. Provides EEO consultation for recruitment efforts and provides training on EEO. Serves as the Reasonable Accommodation Coordinator and is responsible for overseeing compliance with the Americans with Disability Act. Serves as the EEO Counselor and investigator and refers counselors and investigators to new cases. Qualified candidates must possess excellent communication skills and be able to present information effectively both verbally and in writing. Additionally, computer skills and exceptional organizational skills are required to effectively carry out the essential duties of this position.

WHO MAY APPLY: Candidates with list, transfer, or reinstatement eligibility for the classification. Applications will be reviewed and only the most qualified candidates will be scheduled for interviews. **Note:** Appointment subject to State Restriction of Appointment (SROA), Surplus and Re-employment List Procedures, pre-employment physical and fingerprint clearance. Applications can be obtained from the Testing Office of Fairview Developmental Center or from the State Personnel Board website www.spb.ca.gov. **Applications must be received in the Personnel Reception Office by no later than the close of business of the final filing date (4:30 PM). Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted. No FAX applications or resumes will be accepted.**

****Only applications with original signatures will be accepted****

PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD. 678) TO:

FAIRVIEW DEVELOPMENTAL CENTER
TESTING OFFICE, ROOM 211
2501 HARBOR BLVD.
COSTA MESA CA 92627
(714) 957-5255

IMPORTANT: PLEASE INCLUDE THE PROGRAM/DEPARTMENT NEXT TO THE JOB TITLE ON THE APPLICATION OR IT WILL NOT BE CONSIDERED FOR THE VACANCY.

FAIRVIEW IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

CLASSIFICATION TITLE: ASSOCIATE GOVERNMENTAL PROGRAM ANALYST (EEO)
RELEASE DATE: November 30, 2015